

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PRINCIPAL CONSULTANT
OFFICE OF THE PRO TEMPORE**

BASIC RESPONSIBILITIES: Under the supervision of the Chief Assistant to the Pro Tempore, the Principal Consultant is responsible for preparing written policy analyses and tracking legislation in a diverse portfolio of policy areas, providing timely and accurate information, and effectively coordinating and communicating with legislative staff, representatives of state government agencies and departments, advocates, and other interested parties.

DUTIES AND ATTRIBUTES: The Principal Consultant will staff legislation; provide policy consultation in key areas of interest, particularly Public Safety issue areas; analyze legislation in preparation for hearings; oversee and participate in floor vote recommendations; stay apprised of complex and varied issues and advise Members when and how to best exert influence; represent Members in meetings with stakeholders, advocates and constituents; build coalitions and support for legislation; and prepare talking points and other materials.

POSITION QUALIFICATIONS: Candidates must have experience and knowledge of the legislative and committee process. Candidates must also have the ability to independently manage a substantial workload under strict deadlines (requiring working nights and weekends as necessary); analyze complex legislative proposals and succinctly communicate the policy implications, both orally and in writing; demonstrate initiative and creativity in developing amendments to improve policy and clarify the intent of legislative proposals; develop strong programmatic expertise in relevant policy areas; exhibit maturity, quick and positive judgment, fairness, and professionalism.

EDUCATION:

Baccalaureate degree required.

FINAL FILING DEADLINE:

Position is open until filled.

**SUBMIT COVER LETTER, RESUME, (WRITING SAMPLE), AND SENATE
EMPLOYMENT APPLICATION TO:**

Barbara Ann Hubbard

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